



# SAMPLE AGREEMENT AUTHORIZATION LETTER

## FORCE AND EFFECT LETTER

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When a Lobbying contract or agreement exists, a Lobbyist may submit a Force and Effect Letter with a Statement of Registration/Registration Amendment in the event a client name changes *and/or* any terms have changed within the agreement.

**[DATE]**

New York State Commission on Ethics and Lobbying in Government  
540 Broadway  
Albany, New York 12207

ATTN: Lobbying Compliance

Effective **[DATE]**, the agreement between **[LOBBYIST NAME]** and **[CLIENT NAME]** dated **[DATE]**, is amended as follows: **[SPECIFY CHANGES]**.

All other original services, terms and conditions set forth in the original agreement/authorization referenced above remains in full force and effect.

Agreed to and accepted by:

### LOBBYIST

\_\_\_\_\_  
**[NAME] and [TITLE]**

\_\_\_\_\_  
**DATE**

### CLIENT

\_\_\_\_\_  
**[NAME] and [TITLE]**

\_\_\_\_\_  
**DATE**